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DD/S 58-659

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12 February 1958

MEMORANDUM FOR: Deputy Director (Coordination)  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Support)

SUBJECT: CIA Civilian Specialist Reserve

REFERENCES: (a) Project Review Committee Action, No. DD/S 27-58  
(b) Project Outline (CIA Civilian Specialist Reserve)

1. The Director of Central Intelligence has approved the establishment of the CIA Civilian Specialist Reserve. This program is initially limited to a pilot activity of 50 reservists confined largely to the Office of Communications. Contingent upon the success of the pilot operation the program may be expanded to a maximum of 250 active reservists.

2. As a first step in carrying out this program, I would like to identify the components of the Agency which are interested in establishing, at this time, units of the CIA Civilian Specialist Reserve. The program is designed for people whom you wish to appoint and train in peacetime for emergency use. It is therefore requested that you advise me of the number of units of the CIA Civilian Specialist Reserve which you desire to establish in your various components together with the number of spaces that are contemplated for each unit. For the duration of the pilot phase of the program, it is suggested that each request for the establishment of a unit of the Reserve have the endorsement of your office.

3. It would be most helpful if you desire to participate to indicate the types and grades of personnel and the training contemplated as discussed in the personnel annex of the project outline (see Tab B) so that I may have the maximum information available in approving the establishment of a unit and the number of spaces that might be allocated to it.

4. Mr. [redacted], Chief of the Mobilization Staff, Office of Personnel, extension [redacted] is assigned to assist your representative in responding to this request, if you desire such assistance.

5. In addition to the Specialist Reserve this office is undertaking the screening of applicant and former employee files to establish and maintain a much larger list of persons qualified and interested in Agency service during periods of expansion or emergency. Persons on this roster will be contacted periodically to keep their records up to date and to determine their continued interest. Appointment and training actions on these people will not be undertaken and they would not be included in the CIA Civilian Specialist Reserve.

[redacted signature box]

Gordon M. Stewart  
Director of Personnel

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Attachments

Para. 4, Project Review Committee Action No. DD/S 27-58  
Project Outline (CIA Civilian Specialist Reserve) not attached

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